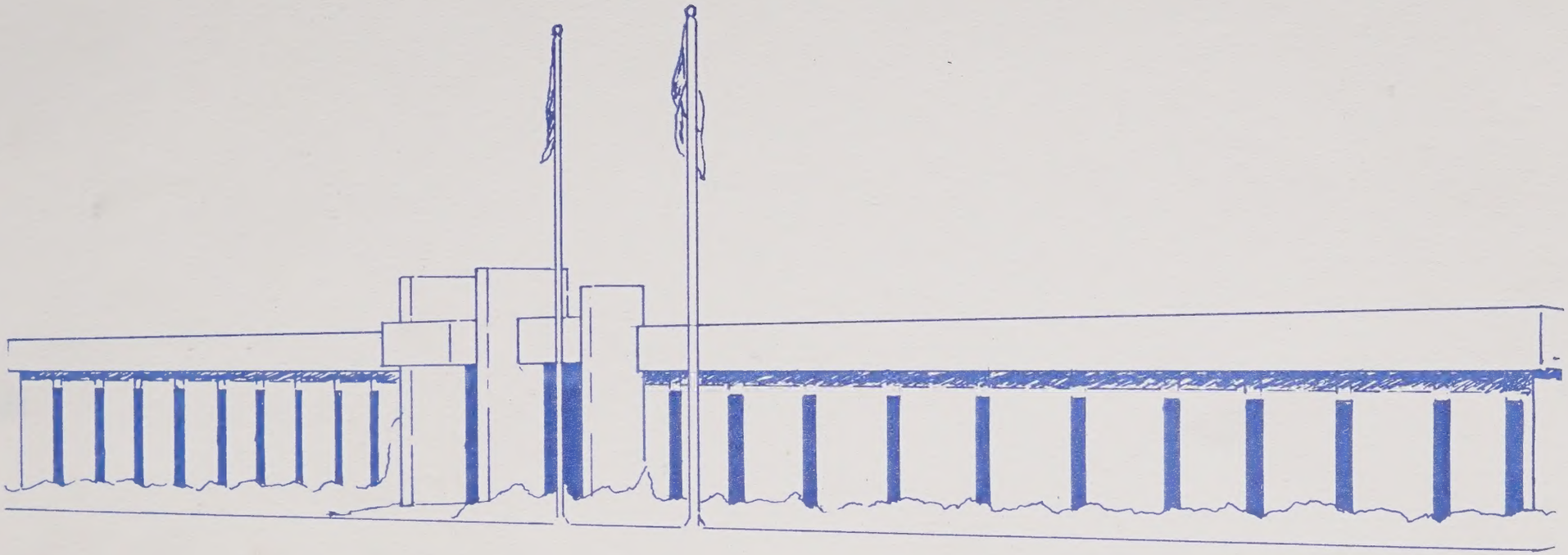
RCCC History

ROANOKE-CHOWAN
COMMUNITY COLLEGE



STUDENT HANDBOOK AND CALENDAR

1990-91

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910

PREFACE

This student handbook and calendar is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official College policy is restated to assist your understanding. You should obtain a copy of the College catalog for more detailed information.

Every student is responsible for observing the rules and regulations of the College as published in the catalog and this handbook. The College reserves the right, without prior notice, to make changes in regulations, courses, fee, and other matters of policy and procedure when and as deemed necessary.

Roanoke-Chowan Community College:

Accredited by
The Commission on Colleges of the Southern Association of Colleges and Schools
to award associate degrees, diplomas, and certificates

Approved by
North Carolina State Board of Cosmetic Arts
North Carolina Department of Justice-Criminal Standards Division
North Carolina Board of Nursing
Approved for Veterans Educational Benefits

Member Institution of
American Association of Community and Junior Colleges
National Association of Student Financial Aid Administrators
North Carolina Trustees Association
Ahoskie Chamber of Commerce
Murfreesboro Chamber of Commerce
Servicemembers Opportunity College
American Association of Community College Trustees

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1990-91 Academic Calendar

Fall Quarter

Pre-Registration	August 8-9
Registration (New Students)	September 4
First Day of Classes	September 5
Registration Period Ends	September 6
Add Period Ends	September 7
Drop Period Ends	October 3
Last Day of Classes	November 15
Exams	November 16, 19, 20
Quarter Ends	November 20
Thanksgiving Holidays	November 22-23

Winter Quarter

Pre-Registration	November 7-8
Registration	November 26
First Day of Classes	November 27
Registration Period Ends	November 28
Add Period Ends	November 29
Last Day of Classes Before Christmas & New Year's Holidays	December 18
Classes Resume After Holiday	January 2
Drop Period Ends	January 15
King's Birthday Observance	January 21
Last Day of Classes	February 21
Exams	February 22, 25, 26
Quarter Ends	February 26

Spring Quarter

Pre-Registration	February 13-14
Registration	February 28
First Day of Classes	March 1
Registration Period Ends	March 4
Add Period Ends	March 5
Drop Period Ends	March 28
Last Day of Classes Before Easter Holidays	March 28
Classes Resume After Holidays	April 8
Last Day of Classes	May 21
Exams	May 22, 23, 24
Quarter Ends	May 24
Memorial Holiday	May 27

Summer Quarter

Pre-Registration	May 13-14
Registration	May 29
First Day of Classes	May 30
Registration Period Ends	June 3
Add Period Ends	June 4
Drop Period Ends	June 27
Last Day of Classes Before July 4th Holiday & Summer Break	June 27
Classes Resume After Holiday & Break	July 8
Last Day of Classes	August 15
Exams	August 19, 20, 21
Quarter Ends	August 21
Graduation	August 22

Mission Statement

Roanoke-Chowan Community College, "an 'open door' institution," was chartered as a member of North Carolina's publicly supported Community College System to serve primarily the people of the Roanoke-Chowan area commensurate with their needs, interests, or abilities.

The College strives to promote and encourage life-long learning. Embracing this philosophy, it provides quality education through an environment conducive to the educational improvement of the adult citizens it serves on a non-discriminatory basis. This improvement is achieved by providing the basic education skills to assist individuals to function in the world of work and society; providing specialized occupational goals; developing skills to meet the needs of daily living; and providing opportunities for cultural and social growth which will bring enrichment and fulfillment to the citizens of the Roanoke-Chowan area.

We seek to fulfill our mission by providing:

1. Quality educational opportunities to area adults who would not otherwise be able to continue their education.
2. Technical programs of collegiate level which lead to an associate degree and prepare students to fill jobs in industry, business, government, and service occupations.
3. Vocational programs which lead to diplomas or certificates and prepare students for jobs requiring specialized vocational skills and abilities.
4. A general education program which expands the skills and perspectives of each individual, and improves accessibility to senior level institutions.
5. Basic education to prepare individuals for the requirements of vocational, technical, and general education, as well as to meet personal and educational goals and to function more effectively in the world of work and in society.
6. Life-long learning opportunities, classes, and services for adults to meet occupational needs, general needs, and personal interests.
7. A program of guidance, counseling, and other special services that will assist students in making academic, career, and personal decisions.
8. Professional services and facility resources that will serve the needs of the community.
9. Opportunities for the development and enrichment of cultural and social values.
10. A comprehensive, on-going effort to inform area citizens of all the educational and other services offered by the College.
11. Effective and cooperative relationships with the schools, colleges, government and public service agencies, and business and industry throughout the Roanoke-Chowan area.
12. Sound management practices and systematic planning to allocate resources required to achieve the stated goals and objectives of the College.

Statement of Nondiscrimination

The Board of Trustees, administrators, faculty, and staff of Roanoke-Chowan Community College recognize their responsibilities for the development of equal employment opportunities that do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, handicap, political affiliation, or belief. Also the College will take affirmative action to ensure that applicants are employed and that personnel actions will be taken during employment without regard to these factors. Further, the College has established the goal that the proportion of minority and female employees shall be equal to the relevant labor markets for faculty, administrative, professional, and non-academic positions. The President shall monitor, through the Affirmative Action Officer, the implementation of this plan.

Servicemembers Opportunity College

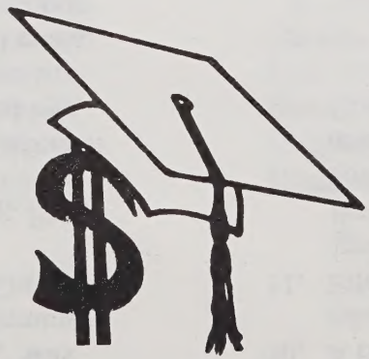
The College is an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, RCCC recognizes the unique nature of the military lifestyle and is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Admissions

Operating under the "open-door" concept, all individuals wishing to enter RCCC may do so, provided they are at least 18 years (younger than 18 under special provisions) and are able to profit from further formal education. Admission to the College, however, does not insure applicants admission to the program of their choice. For detailed information regarding College and/or specific program admission, contact the Admissions Office located in the Student Development Services Department.

College Readmission

Former students desiring readmission to RCCC must complete an application for readmission, which can be obtained from the Student Development Services Department. After completing and returning the application to this Department, individuals will be notified of additional procedures needed to complete the readmission process.



Financial Aid

Roanoke-Chowan Community College attempts to assist students in meeting their financial needs for education. Qualifications for financial aid is determined from the results of a completed financial aid application sent by the student to American College Testing (ACT) Service. Types of aid offered include:

Grants and scholarships. These forms of aid are considered "gift" aid, as no work or repayment obligations are required. For scholarships, however, specific eligibility criteria must be met, such as scholastic achievement, participation in outside activities and in community activities, and demonstrated leadership potential.

Loans. There are two types of loans--long-term and short-term. Long-term loans must be repaid after graduation or completion of program of study at RCCC. Short-term loans are made directly by the College and normally must be repaid within 90 days of the date the loan was made.

College work-study. The work-study program provides an opportunity to earn money through part-time employment with the College. The type work and working hours vary.

Advisors

All curriculum students have an advisor. Advisors, who are usually the chairperson of a particular program, act as academic consultants and help you plan your program of study for graduation, employment, or transfer. You should contact your advisor for assistance with registration, drop/add, or withdrawal from courses or the College. Advisors also need to be contacted prior to applying for graduation to make sure all graduation requirements have been met. **Get to know your advisor--he or she is a great resource person!**

Advisor Listing:

Administrative Office Technology	P. Owens
Air Conditioning, Heating, & Refrigeration	J. Hutchinson
Architectural Technology	G. McFadden
Automotive Mechanics	J. Barrett
Business Administration	B. Hall
Business Computer Programming	L. Alexander
Cosmetology	R. Carter
Criminal Justice (Protective Service Technology)	J. Drake
Diesel Vehicle Maintenance	C. Freeman
Drug and Alcohol Technology	J. Matthews
Early Childhood Associate	E. Davis
General Education	C. Martin
	C. Mitchell
	N. Morales
General Office	D. Askew
General Technology	TBA
Light Construction	T. Hedspeth
Nursing Assistant	J. Matthews
Nursing Education Options	J. Matthews
*Radiologic Technology	J. Matthews
Special Education	E. Davis
Welding	J. Barrett

*Subject to approval by the NC Department of Community Colleges at end of Summer Quarter 1990.

Inclement Weather

The safety of all students is of major concern when deciding if the College must close or open late because of weather conditions. Such a decision will be made as soon as possible and called in to the radio and television stations listed below.

Radio Stations:
Ahoskie--WRCS-AM 970 & WQDK-FM 99.3
Murfreesboro - WYCM-AM 1080 & WBCG-FM 98.3
Windsor--WBTE-AM 990 & WDJB-FM 97
Edenton--WZBO-AM/FM 102.3
Elizabeth City--WCNC-AM 1240 & WMYK-FM 94

Television Stations:
Portsmouth--WAVY Channel 10
Washington--WITN Channel 7
Greenville--WNCT Channel 9

Sometimes weather conditions worsen during the day after College operations begin. If early dismissal is necessary, an announcement will be made over the College's intercom system and the radio and television stations listed.

Remember:

Tune in to the above stations for announcements. If no announcement is made, assume the College will operate on a normal schedule. **Do not call the stations or the College.**

Other pubic and private school closings in Hertford and surrounding counties do not mean that RCCC will close.

TUITION & FEES

Tuition

Tuition is set by the NC State Board of Community Colleges and is subject to change without notice. **Tuition is due at the time of registration, and students may not attend class until tuition is paid.** Tuition is not charged to senior citizens 65 or older.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina thereby being eligible to a tuition rate lower than that for a non-resident. (Copies of the law can be found in the Student Development Services Department.) In short, the law requires that a person reside in this state as a legal resident of NC for the 12 months immediately preceding enrollment in order to be classified as a resident for tuition purposes.

The initial classification of resident status is made during the admissions interview. Any concerns regarding this classification and/or subsequent changes should be directed to the Dean of Student Development Services. Residency classification/reclassification may be appealed following the RCCC student appeal procedure.

Activity Fee

A fee to be used for student activities is collected from all curriculum students (except senior citizens) at the time of registration. The fee charged is based on the number of credit hours in which enrolled.

1 to 5 credit hours $3.50
6 or more credit hours. $7.00

Insurance Fee

Students also are required to purchase accident insurance at the time of registration. The coverage is good for a quarter and only when the student is on campus. Cost is low--only $1.00 per quarter.

Transcript Fee

Need a transcript? The first copy is free! After that, there is a $1.00 charge for each copy made.

Parking Permit

Students driving on campus must purchase a parking permit from the Business Office each quarter. Cost is nominal.

Graduation Fee

Curriculum students pay a $15.00 **non-refundable** graduation fee, which covers the costs of cap and gown, degree, diploma, or certificate, and a specific number of invitations. Please check bulletin boards for deadline to pay this fee.

Refunds

Students who withdraw from all classes within the first ten calendar days of the quarter receive 2/3 refund. However, refunds are not made for $5 or less, except when a class gets cancelled by RCCC. A full refund will be received if classes must be cancelled by the College.

A student who withdraws during the quarter for unavoidable reasons may ask for a tuition carry-over. This must be done in writing at the time of withdrawal, and the credit must be used during the next four quarters.

Financial Indebtedness

Students having an outstanding debt to RCCC, including charges, fees, fines, defaulted payments or student aid overpayments, must have all debts cleared in order to register, receive grades, graduate, receive a diploma or certificate, receive or have an academic transcript forwarded, or participate in student activities. In extraordinary circumstances, the Dean of Student Development Services may grant a waiver for a student.

REGISTRATION

The official registration period consists of three days (the first day of registration and the first two days of classes) each quarter. A two-day pre-registration period is held during each preceding quarter (see College Calendar for specific dates). Open enrollment courses (all vocational courses) may be entered through the 20% point of the quarter with a recommendation from the instructor.

In order to properly complete registration, you must follow these steps:

1. Have schedule filled out and approved by your advisor.

2. Have schedule approved by Registrar. If approved, course selection(s) will be keyed into the computer. If not approved, you will be referred back to the advisor for schedule adjustments.

3. a. If you are to receive financial aid, check with the Financial Aid Officer to receive tuition charge forms, endorsements, bookstore charge forms, etc.

   b. If you are to receive veterans benefits, meet with the Veterans Officer prior to registration. Upon completion of registration, the validated registration receipt must be shown to the Veterans Officer also.

4. Proceed to the Business Office and pay tuition and fees.

5. Proceed to the designated area to receive ID card.

Drop/Add

You can add courses from the first day of classes through the fifth day of classes. Courses can be dropped through the fourth week of classes (see Academic Calendar for exact drop/add dates). The procedure for adding or dropping a course is given below.

1. Obtain a drop/add form from Student Development Services.

2. Complete the form and have appropriate instructor(s) initial the form.

3. Get advisor to sign the form.

4. Submit the form to the Registrar's Office for processing.

5. **If additional payment is required, take the validated registration form to the Business Office.** Upon payment, you will receive a revised registration form. Even if no additional payment is required, you still must go to the Business Office to pick up your revised registration form.

Withdrawal

If you decide to leave the College, see your advisor first. Please just don't stop going to class--this could get you **F's**. You can obtain the proper forms from your advisor or from Student Development Services. It only takes a few minutes and will prevent problems for you later.

Auditing

If you want to audit a course (attend course without taking tests or receiving credit), you still must register in the regular manner and pay regular tuition. If you want to change status in a course from audit to credit or from credit to audit, you must complete the change during the add period.

Prerequisite

A prerequisite is an educational requirement that you must complete before taking advance courses. Course prerequisites are listed under each course description in the College catalog.

ACADEMIC REGULATIONS

Attendance

The College considers regular class attendance and promptness important to good scholarship. Instructors who have students experiencing attendance problems are encouraged to refer these students to one of the counselors.

Absences from class do not relieve you of meeting all the requirements of the course. Regardless of the reason, when you accumulate absences totaling 15 percent of the instructional hours, the instructor can drop you from the course. Being late three times also will be recorded as one hour of the absentee limit for that course.

Examples of absentee limits:	Class Contact Hours	Absentee Limits
	33	5 hours
	44	7 hours
	55	8 hours
	66	10 hours

If you are dropped, you may request an appeal to the Dean of Student Development Services for reinstatement consideration. Listed to the right are the steps taken when a student is dropped from a course for excessive absences.

1. The instructor drops the student from course enrollment using the drop section of the standard drop/add form.

2. The Registrar's Office processes the drop/add form.

3. A student wishing to appeal must do so in writing to the Dean of Student Development Services or his designee within one working day after returning to the College.

4. The Dean or his designee investigates the evidence provided by the student, faculty member, and available records.

5. The Dean or his designee makes a decision and notifies in writing both the student and the instructor within one working day of the appeal.

6. If the decision is to reinstate, the student fills out the add section of the standard drop/add form and turns it in to the Registrar's Office for processing. A student who is absent a second time after reinstatement, is dropped with no further reinstatement consideration.

At any time reinstatement is denied, you may follow the student appeal process. During the appeal process, you are not allowed to attend the class under consideration.

Grading System

At the end of each course for which you registered, you will receive a final grade. Instructors determine final grades using the following system:

A	Excellent	93-100
B	Good	85-92
C	Average	77-84
D	Poor	70-76
F	-Failure in performance	
	-Failure to remove a grade of I	

Each curriculum department determines passing standards.

*I A student receives an **I** (incomplete) when the final work required is not completed for reasons beyond the control of the student. An **I** must be removed by the last day of the add period of the next quarter. If the **I** is not removed, it will automatically become an **F**. If the student receives an **I**, he/she does not re-enroll in the course.

*AU This grade is assigned to a student who audits a course or who repeats a course in which a grade of C or higher has been earned. A student who audits a course cannot change to credit or nor can a student who enrolls in a course for credit change to audit after the deadline for dropping a course. A student who audits a course may repeat the course for credit.

*W A **W** is received when a student officially withdraws from a course during the drop period (prior to the end of the fourth week of class).

*WP A **WP** is received when the student officially withdraws and is passing the course. A **WP** does not affect the student's quality points and is non-punitive. A **WP** may be given after the fourth week of class.

WF A **WF** denotes official withdrawal when the student is not passing the course. A **WF** is treated as an **F** when quality points are averaged. A **WF** may be given after the fourth week of class.

*CE Credit by Proficiency Examination. This grade is awarded for credit hours only and does not affect quality points or grade-point average.

*These grades are not included in your grade-point average.

Computation of Grade-Point Average (GPA)

Each course is measured in credit hours. Credit hours (sometimes called quarter hours) are the number of hours of credit you receive for completing a particular class. For example, ENG 101 equals 5 credit hours. Credit hours also determine tuition and status as full-time or part-time student. Contact hours are the actual number of hours you spend in a class per week.

Every grade, **A-F**, given is assigned a number of grade points (QP's for short).

Grade		Grade Points
A	=	4
B	=	3
C	=	2
D	=	1
F	=	0
*WP	=	0
*WF	=	0

*A **WP** does not affect quality points and is non-punitive. A **WF** is treated as an F when quality points are averaged.

How to figure your grade point average:

1. Add the number of credit hours you are taking.
2. Assign each credit hour the proper number of grade points according to the final grades you've made.
3. Multiply your credit hours times the grade points for each course. This will give you the quality points for each course.
4. Add all quality points earned for the quarter.
5. Divide total quality points by total credit hours--Grade Point Average.

EXAMPLE:

1. Add Credit Hours

Courses	Credit Hours
BUS 101	3
ENG 101	5
MAT 110	5
EDP 109	5
	18 = total credit hours

2. Grades Earned

Courses	Credit Hours	Grades Earned		Grade Points
BUS 101	3	A	=	3
ENG 101	5	B	=	4
MAT 110	5	C	=	1
EDP 109	5	D	=	2
	18= total credit hours			

3. Multiply Credit Hours x Grade Points = Quality Points

Courses	Credit Hours		Grade Points		Quality Points
BUS 101	3	x	3	=	9
ENG 101	5	x	4	=	20
MAT 110	5	x	1	=	5
EDP 109	5	x	2	=	10
	18 = total credit hours				

4. Add All Quality Points Earned for Quarter

Courses	Credit Hours		Grade Points		Quality Points
BUS 101	3	x	3	=	9
ENG 101	5	x	4	=	20
MAT 110	5	x	1	=	5
EDP 109	5	x	2	=	10
	18 = total credit hours				44 = total quality points

5. Divide Total Credit Hours Into Total Quality Points to Get GPA

2.4 GPA
18/ 44

Minimum Grade-Point Average Requirements

The minimum cumulative grade-point average for remaining in good standing is shown in the scale below.

	Grade-Point Average	
Attempted Credit Hours	Diploma	Degree
1-23	1.25	1.25
24-40	1.40	1.40
41-59	1.70	1.55
60-80	2.00	1.75
81 & above	2.00	2.00

Warning

If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next quarter. Should this happen, you will receive written notification from the Dean of Student Development Services and you will have to see your advisor before registering again.

Probation

Should you fail to re-establish the required average by the end of the academic warning quarter, you will then be placed on academic probation and referred to a counselor. You also will have to meet Admission Committee requirements before being allowed to re-register. **Any student classified as academic probation at RCCC is considered to be making unsatisfactory progress, and is not eligible for financial aid.** Student status is calculated each quarter for all full- and part-time financial aid students.

Academic Honors

Making the President's List requires that you complete at least 12 credit hours (none of which include courses numbered 100 or lower or I grades) and have a grade-point average of 4.0. The Dean's List requires the same 12 credit hour completion, none of which are courses numbered 100 or lower or I grades, and a grade-point average of at least 3.25. Both honor lists are sent to local newspapers for publication.

Student Classification & Status

You will be classified as a freshmen until you have completed 45 quarter hours of credit; as a sophomore until you complete 45 or more quarter hours of credit.

If you carry 12 or more credit hours a quarter, your **status** is a full-time student. You are considered part-time when carrying less than 12 credit hours a quarter.

Quarter Hours vs Semester Hours

Quarter hours and semester hours are not the same. A quarter hour is the equivalent of 2/3 semester hours. For example, a 4.5 quarter hour course will transfer as a 3 semester hour course; 3 quarter hours transfer as a 2 semester hours; and 1.5 quarter hours transfer as 1 semester hour. All courses offered in conjunction with East Carolina University translate and transform using this formula. Please become familiar with this formula.

Credit by Exam

Through permission of the appropriate department chairperson, you may attempt to receive credit for a course through a proficiency exam. The exam must be taken during the quarter prior to the end of the first five class days. You have only one attempt to successfully complete the exam, and you must score 85 or higher to be exempt from taking the course. Upon successful completion of the exam, a **CE** (credit by proficiency exam) grade will be awarded. A **CE** grade has no affect on quality points or grade-point average. Regular registration procedures and tuition rates apply for all courses attempted by proficiency exam.

Repeating Courses

You may not repeat a course for credit in which a grade of C or higher was earned. You may, however, repeat a course for credit in which a grade of D or F was earned under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans will not receive assistance or benefits for repeating courses in which they have received a D grade unless required by the academic department.

Transfer Credit

Your credits earned at another accredited institution in which a grade of C or better was received will be accepted if appropriate to your program of study and provided a comparable course is offered at RCCC.

Should you change programs at RCCC, you will receive credit toward the new program of study if the credits previously earned are required in the new program.

Change of Program

There are times when you may be better served by changing programs of study. If you decide to do this, you must file a program change form with a counselor. The Registrar will recalculate the GPA on the basis of the new program and then send copies of the record to your new advisor. Program change forms are available in Student Development Services.

Change of Name/Address

If you move or change your name at any time, please notify the Registrar's Office.

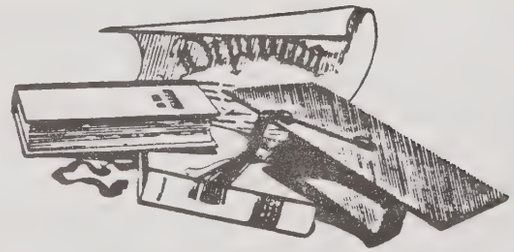
ROANOKE-CHOWAN
COMMUNITY COLLEGE
Route 2, Box 46-A • Ahoskie, North Carolina 27910

MARY LOU BYRUM
260 SUNSET STRIP
LOS ANGELES CA 77777

Registrar
STUDENT DEVELOPMENT SERVICES

Graduation

Annual graduation exercises are held at the end of summer quarter. All graduates are encouraged to participate in ceremony and to invite family and other guests. A $15 graduation fee is required to cover the purchase of cap and gown, the degree, diploma, or certificate being received, and a limited number of invitations. (Graduates may purchase additional invitations from the Registrar's Office.)



Graduation Requirements

To apply for graduation, you must:

1. satisfy all course requirements within your program with at least at 2.0 GPA. Some programs may have higher requirements, so please ask your about program standards.

2. complete an application for graduation, available from the Registrar's Office.

3. satisfy all financial obligations.

4. obtain all necessary signatures on the graduation application and return it to the Registrar's Office by the designated date.

See bulletin boards and the electronic display for dates regarding graduation.

CAMPUS SERVICES

Housing

Sorry, but no housing facilities are available on campus. If you need information on housing information in the local area, contact Student Development Services.

Health Services

Other than minor first aid, RCCC has no facilities or personnel for medical treatment. A first aid kit is maintained in Student Development Services. All injuries and accidents should be reported to this Department, as well as to the Business Office in the event professional medical services are needed. Medical services are available at Roanoke-Chowan Hospital in Ahoskie.

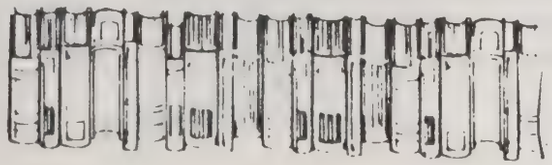
Bookstore

The Bookstore is located in the Jernigan Building, Room 111, and the hours of operation are posted on the door. The Bookstore sells the books and supplies you will need for your program of study at RCCC, as well as numerous novelty items.

Always check with your instructors before buying books so that you don't get stuck with the wrong ones--there's a general NO RETURN policy.

Book Buyback

Usually, near the end of each quarter, a wholesale book representative is on campus to buy some or all of your books, depending on their condition. Look for book buyback announcements on campus bulletin boards.



Food Services

A good selection of food is available in the student lounge in the Jernigan Building. Hot meals, hamburgers, hot dogs, and sandwiches--it's all there. Drinks and snacks are available from vending machines. These machines also are located in the lounge in the Freeland Building and in the lobby of the Young Building.

Handicapped Services

The College believes that a barrier-free learning environment is essential for handicapped students to reach their potential to lead autonomous lives, and it is committed to providing such an environment.

If you have a special need, contact Student Development Services. In addition, talk to your instructor so that classroom modification or other accessibilities can be made. Designated handicapped parking spaces are located conveniently near each building.

The College offers equal opportunity in its employment, admissions, and educational activities in compliance with Title IX, Section 504 of the Rehabilitation of 1973, and other Civil Rights Laws.

Child Development Center

The RCCC Child Development Center is located in Room 130 of the Freeland Building. It provides the best conditions for developmental learning for children ages three through five. First priority for enrollment is given to children of RCCC students. The Center is open from 7:30 a.m. until 5:30 p.m. Monday through Friday and charges a weekly fee for each child. Contact the Center's staff members for more information.

Child Care Program

Single parents/homemakers attending day classes may be able to receive child care assistance through this program. The program is set up to help locate and pay for child care. For details, contact the Child Care Coordinator in Room 101 of the Jernigan Building.

Learning Resources Center

The Learning Resources Center (LRC) is one place you need to become very familiar with, as you probably will take advantage of its many resources and services during your educational studies. Located in the middle of the Jernigan Building, the Center contains a library, learning lab, computer-assisted instruction lab, and audiovisuals. It's open from 7:30 a.m. until 9:30 p.m. Monday through Thursday and from 7:30 a.m. until 4 p.m. on Friday.

The **library** was the first in the NC Community College System to replace its standard card catalog with computers. You'll find the computerized system fast and easy to use. There are over 30,000 volumes in the library, as well as 225 periodicals, 10 daily and weekly newspapers, a best-seller collection, and an extensive reference collection. Also for use are a microform collection, College scrapbooks, typewriters, a reserve collection, fax machine, and copy machine, to name a few. You can also find income tax forms and job listings in the library. And, if there is something not in the library that you need, ask about getting it through inter-library loan. Don't forget to ask for a library card. You'll need this in order to check out materials.

The **learning lab** provides a variety of courses and services, with instruction on a one-to-one basis at times most convenient for you. In addition to certain curriculum courses, the lab offers special interest and non-credit courses. Foreign language courses and basic skill-building courses are offered, as well as materials to help with prepare for entering college or taking the SAT, PSAT, National Teacher Exam, civil service and military tests.

In the **audiovisuals area**, there are cassette recorders, VCRs, slide projectors, records players, filmstrip projectors, screens, opaque and overhead projectors, films, tapes and much more that may be used in the LRC. Instruction on the proper use and care of all equipment is provided upon request.

The **computer-assisted instruction lab** contains computers and software that supplement classroom instruction. Sometimes your instructor will refer you here for extra drill and practice exercises, or you may work in the lab on your own if space is available.

Lost & Found

All personal items found or lost on campus should be reported to the Student Development Services Department. Items turned in may be claimed upon proper demonstration of ownership.

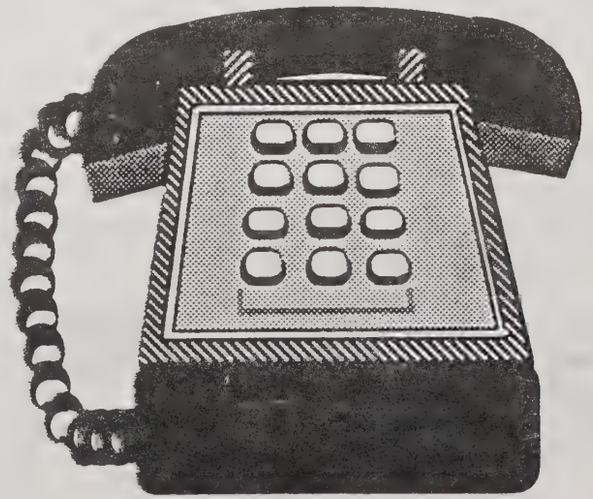
Posting Announcements

Announcements concerning students are posted on the various bulletin boards around campus. Check the boards regularly. Information of general interest, lost and found items, items for sale or rent, etc. may be posted on
the boards.

Telephone Calls & Usage

When an emergency call for a student comes to the Student Development Services Department, attempts are made to locate the student as quickly as possible. Normally, the only place a student can be quickly located is in the classroom. If a call comes in during an hour that a student has no class and it is of extreme urgency, every effort will be made to locate that student.

If you need to make a call, use the pay telephones located in the student lounge of the Jernigan Building or in the lounge in the Freeland Building. Use of office phones is prohibited.



Emergency Situations

Fire: A constant ringing of the fire bell system indicates a fire drill or an actual fire emergency. Upon hearing the alarm:

1. close classroom windows and doors
2. evacuate the building using the nearest fire exit from any room
3. evacuate in a quiet, orderly fashion--single file--no running or pushing.
4. move and remain at at least 200 feet from the building

Tornado: A tornado warning will be announced on the public address system. The following should be adhered to after a tornado warning:

1. open as many windows in the exterior wall as practical.
2. relocate to areas offering the greatest tornado resistance, such as interior classrooms, halls, vaults.
3. sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris.

Cosmetology Services

Located in Room 102 of the Freeland Building, the Cosmetology Department offers services at a nominal fee to students, faculty and staff, and the general public. Services are administered on a first-come, first-served basis. Services are usually available between 9:30 a.m. and 1:30 p.m. Monday through Friday and between 6:30 p.m. and 9:00 p.m. Monday through Thursday.

Placement Testing

Placement testing is a mandatory part of the College's admissions process. A major purpose of this student assessment program is to provide you with a clearer picture of your academic capabilities and limitations. Accordingly, the assessment results are used to provide counseling, advisement, and placement in the instructional path that is most appropriate. This may require basic courses in math, reading, or English to be completed before enrolling in a particular program of study.

Guided Studies

The Guided Studies Department is designed especially for students who need to improve their basic educational skills as indicated by scores on the placement test. A variety of English, math, reading, and personal growth skills courses are offered in two divisions: Basics and Bridge.

The Basics division is designed to equip students with basic skills in reading, English, and math.

The Bridge division is designed for students aspiring to enter the nursing program; however, any student desiring to further strengthen skills in English, reading, math, and personal development may take Bridge courses.

Counseling

Seek the assistance of a counselor for any academic, career, or personal concerns which might arise. Counseling sessions are kept confidential. In situations where more intensive counseling is required, counselors will help with appropriate referrals. Counselors are located in Rooms C and D in the Student Development Services--appointments are not necessary, but you can make one if you so choose.

Veterans Assistance

Veterans and eligible dependents in any curriculum program at RCCC may qualify for benefits from the Veterans Administration, Title 38, United States Code. Services, such as counseling and advising, VA benefit information, and assistance with Regional Office inquiries are provided. For full details on veterans assistance, contact the Registrar's Office.

Orientation

An orientation program is provided and required to acquaint new students with various policies, rules, and regulations of the College. Orientation is offered each quarter, but should be taken during your first quarter of enrollment.

Career Services

Career planning and placement services help you and graduates in career decision-making, planning for marketability, and job search. There is no charge for any of the services.

Assistance is given in developing career goals by examining interests, aptitudes, and exploration of career interests. A computerized career planning program called "NC Careers" may be used also. Educational and career resources available include educational requirements, personal qualities, job prospects, locations, salary ranges, and opportunities for advancement. Help also is given in resume' preparation, completing job applications, interview skills, and creative job search strategies. For more information, see a counselor in Student Development Services.

Job Training Partnership Act (JTPA)

This program is designed to assist unemployed and underemployed economically disadvantaged persons with finding suitable employment through training and job search activities. The JTPA Coordinator is located in Room 109 of the Jernigan Building.

Student Support Services

A federally funded program, Student Support Services assists students who are experiencing academic problems and other difficulties which may prevent them from remaining in the College. The program offers a special psychology course, PSY 100, which addresses topics that are especially important for academic success. All students may attend seminars on test-taking skills, note-taking skills, stress management, and time-management. For more information, stop by Student Support Services Office located in Room 110 of the Jernigan Building.

Job Placement

Job placement services are available to assist you and alumni with full- or part-time employment opportunities. Operating on a referral basis, job placement maintains a "jobbank" of employment opportunities available in the Roanoke-Chowan area. This information is maintained in the Career Service Center and is posted on the bulletin board near the President's Office in the Jernigan Building. The Center also is linked to the Employment Security Commission by microfiche, which permits instant retrieval of full-time, part-time, permanent, and temporary job vacancies on file at the ESC. Job placement also helps you develop resumes and improve interview skills through group and individual contact. In addition, company representatives are invited to the campus to talk with prospective graduates.

PROBLEMS WITH A COURSE WEIGHING YOU DOWN?

SEE STUDENT SUPPORT SERVICES FOR FREE TUTORING.

STUDENT ACTIVITIES

Roanoke-Chowan Community College considers out-of-class programs a vital part of the educational process. All students are encouraged to participate in the programs, which stress leadership and training, service to the College and community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. Many extracurricular activities are held throughout the year--please participate.

Student Government Association (SGA)

The purpose of the SGA is to represent students' ideas and concerns to the administration and faculty and staff members. It also sponsors dances, cookouts, talent shows, field days, movies, and intramural sports, to name a few. The more people, the more fun--so listen and look for announcements of activities and join in.

Visiting Artist

The College is one of many institutions throughout the state that employs full-time artists representing a variety of different art forms. The purpose of the Visiting Artist Program is to enhance the appreciation and cultivation of the arts within the College and surrounding communities. This unique program presents an opportunity for students, faculty, staff, and the community at-large to experience first hand the work of creative and performing artists. During an artist's stay at the College, various performances are presented on campus and in the community through lectures, demonstrations, and workshops. Exchange programs with artists from other colleges also are arranged in order to bring a variety of artistic experience to the College and the community.

John Wood is serving as the College's visiting artist this year. He is a graduate of Yale University and performs classical music on both the tuba and recorder.

Alumni Association

The Roanoke-Chowan Community College Alumni Association (RCCCAA) is designed to give you the opportunity to:

--participate in college and alumni activities and projects.
--help RCCC reach its full potential of community service.
--renew ties of membership with former students and staff.
--recognize others or be recognized for outstanding accomplishments.
--receive information concerning College activities and educational opportunities.

As a student, you may join the RCCCAA. Contact Student Development Services for more information.

New Clubs/Organizations

The SGA grants charters to all RCCC clubs or organizations. In order for a club or organization to be recognized and chartered, it must formulate a constitution and bylaws containing the following:

--objective of the club or organization.
--criteria for membership. Membership shall not be denied an individual on the basis of race, creed, age, sex, handicap, or national origin.
--proposed officers and their duties.
--dues, fees, assessments, etc.

See the SGA Constitution for more details.

ID Cards

The ID card is your means of identification in connection with library privileges, athletic events, financial aid awards, and any other College function or service you may be entitled to as a student. There is a $5.00 charge for any lost or mutilated card, and you are liable for all obligations incurred by the use of this card--PROTECT IT! Upon graduation, withdrawal or dismissal from the College, this card must be turned in to Student Development Services.

Educational Field Trips

Participation in educational field trips is encouraged. Such trips are important for the total growth and educational development of students.

Video Arcade/Games/TV

The student lounge in the Jernigan Building is open to all students. Some game equipment is available for entertainment.

STUDENT RESPONSIBILITIES & RIGHTS

DO

--read all notices and announcements placed on bulletin boards and note all announcements made over the PA system. You are responsible for information relayed by these means.

--make use of all trash cans in the halls, shops, and classrooms. It makes a real mess when we disregard these.

--drive carefully whenever entering or leaving College parking lots.

--pay attention to where you can or cannot smoke (cigarettes only please). Classrooms are out--in open shops or labs, check with your instructor before lighting up.

DON'T

--bring alcoholic beverages or narcotics on campus. This isn't only our rule, but the State's too. So be very careful here.

--steal, gamble, curse, or fight. Also, if you happen to own any weapons, leave them at home. This can get you in a lot of trouble.

--drink or eat in class. That goes for the LRC, too. It's really disrupting to others. Reserve this activity for the student lounge or outside.

--be disrespectful of (lose, damage, destroy, or sell) school property.

--cheat. It's not fair to other students, and you're hurting yourself in the longrun.

Violations of the above will result in appropriate disciplinary action--perhaps suspension or expulsion from the College or referral to civil authorities in some cases.

Student Grievance Procedure

Any student has the right to raise a complaint or lodge a grievance claim whenever he or she feels an injustice or unfair treatment has occurred. To insure that the grievance is given proper attention, follow these steps:

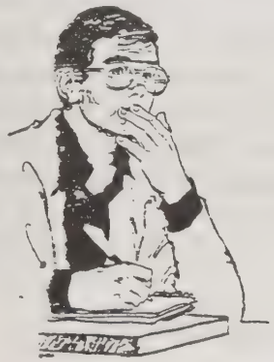
1. Request a conference with the curriculum advisor. If the advisor can solve the problem to your satisfaction, the matter should be settled here.

2. If the advisor cannot resolve the problem, he or she should take you to the curriculum chairperson (if advisor and curriculum chairperson are not the same) who will attempt to reach a satisfactory solution.

3. If no satisfactory solution has been reached thus far, the curriculum chairperson should arrange a conference between you and a counselor in Student Development Services.

4. If you still are not satisfied, the Dean of Student Development Services shall bring you to the President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President shall be final, subject only to your right of appeal to the Board of Trustees.

5. Nothing in these procedures will prevent you from carrying the complaint directly to the Dean of Student Development Services or to the President, if you prefer.



Student Appeal

When a student of the College is given notice of suspension or expulsion, the student is entitled to procedural due process. The following steps must be followed to appeal the suspension or expulsion.

1. Within five working days, present in writing reasons for such an appeal to the appropriate dean to ask for a Board of Review.

2. A Board of Review is appointed by the President to hold a hearing within five working days of the receipt of the appeal.

3. The Board of Review will review the charges as presented by the dean and present a written copy of its findings to the President within two working days.

4. Either party may have counsel and/or witnesses heard.

5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions:

   a. Has a school policy or law been violated?
   b. Is the student charged the guilty party?

6. Within two working days of receipt of the Board of Review's findings, the President will issue a decision to uphold or reverse the decision of the dean and notify the student.

7. The President will act as the final administrative authority in resolution of the appeal.

8. If the appeal has not been resolved at this final step in the College's administrative process, the student will notify the President of the College in writing requesting a hearing before the Board of Trustees.

In all cases, the suspension or expulsion will remain in effect through the appeal process.

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Community College.

The name shall be the Student Government Association (SGA).

ARTICLE I - PURPOSE

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

ARTICLE II - MEMBERSHIP

The membership shall consist of all students who pay the student activity fee.

ARTICLE III - EXECUTIVE COUNCIL

SECTION A - Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

SECTION B - The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

SECTION C - The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State N4CSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

SECTION D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairman to replace one who does not fulfill the duties of his office.

SECTION E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

SECTION F - The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

SECTION G - The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and Advisor, and (4) to prepare a budget to be submitted to the Student Council.

SECTION H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

SECTION I - The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall quarter, and (3) to maintain accurate absentee records and follow-up. (See Article IV, Section D.) Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the quarter.

SECTION J - Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

SECTION K - Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

ARTICLE IV - REPRESENTATIVES

SECTION A - The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum -- one from the first-year section and one from the second-year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

SECTION B - The Student Council shall be made up of all members of the Executive Council and all Representatives.

SECTION C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policy.

SECTION D - Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting,he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or organization to elect another Representative.

SECTION E - Elections of Representatives shall be as follows: (1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall quarter. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

ARTICLE V - ADVISORS

SECTION A - The Advisor to the Student Government Association shall be the Dean of Student Development Services or his appointee.

SECTION B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

SECTION C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

ARTICLE VI - ELECTION OF OFFICERS

SECTION A - Election for President, Secretary, and Treasurer shall be conducted by the end of the seventh week of spring quarter. Upon election, they shall serve concomitantly with the outgoing officers until the end of spring quarter at which time they shall assume full responsibilities of their elected offices.

SECTION B - Election for Vice President, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall quarter. Upon election, they shall serve from election until the end of the summer quarter.

SECTION C - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three quarters and be in "Good Standing" with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice President, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" with the college at the time of nomination and for the remainder of the year. First quarter students would be assumed to be in "Good Standing" unless otherwise indicated.

SECTION D - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

SECTION E - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain

the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives a majority of votes cast, or in the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

ARTICLE VII - COMMITTEES

SECTION A - General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

SECTION B - Standing Committees: (1) Communications Committee: The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) Activities Committee: The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the RCCC Faculty/Staff Activities Committee.

ARTICLE VIII - NEW CLUBS OR ORGANIZATIONS

SECTION A - The Student Council shall grant charters to all Roanoke-Chowan Community College clubs or organizations.

SECTION B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objectives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

ARTICLE X - QUORUM

SECTION A - A quorum for any meeting or conference of this organization shall be a majority of the members.

SECTION B - A quorum for any meeting of the Executive Council shall be two-thirds (2/3) of the members.

ARTICLE XI - AMENDMENTS

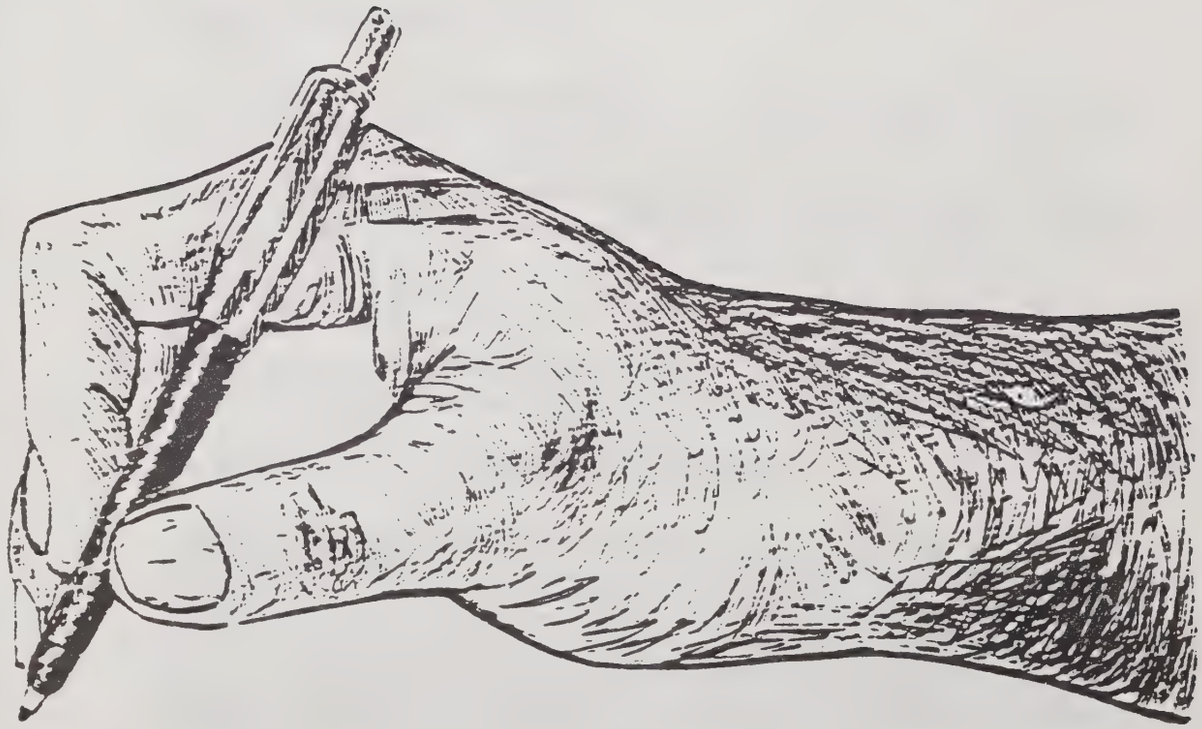
SECTION A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

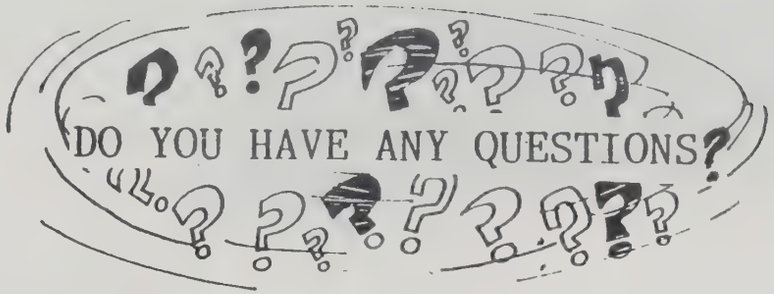
SECTION B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

SECTION C - All amendments must be approved by the Board of Trustees.

ARTICLE XII - RATIFICATION

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.





About	*Ask*	*Location*
Absences	Instructor	His/Her Office
Academics	Dean of Instruction	Jernigan Bldg, Room 108
Admissions	Counselor	Student Dev. Services
Advising (academic)	Advisor	His/Her Office
Alumni Asso.	Dean	Student Dev. Services
Athletics	Admissions/Student Activities Coord.	Freeman Bldg., Room 112
	Bookstore	Jernigan Bldg., Room 111
Books & Supplies	Staff	Student Dev. Services
Bulletin Boards	Counselor	Student Dev. Services
Career Counseling	JTPA Coordinator	Jernigan Bldg., Room 294
	Advisor	His/Her Office
Changing Courses	Registrar	Student Dev. Services
	Counselor	Student Dev. Services
Changing Majors	Previous Advisor	His/Her Office
	Registrar	Student Dev. Services
	Financial Aid Officer	Student Dev. Services
College Work-Study	Advisor or	His/Her Office
Counseling (academic)	Counselor	Student Dev. Services
	Counselor	Student Dev. Services
Counseling Services	Counselor	Student Dev. Services
Emergencies (accidents)	Business Manager	Jernigan Bldg., Room 104
	Counselor	Student Dev. Services
Employment	JTPA Coordinator	Jernigan Bldg., Room 294
	Financial Aid Officer	Student Dev. Services
Financial Aid	Staff	Student Dev. Services
First Aid	Dean	Student Dev. Services
Housing		

?

About	*Ask*	*Location*
Jobs (full- & part-time)	Counselor	Student Dev. Services
	JTPA Coordinator	Jernigan Bldg., Room 294
Learning Resources Center	Assistant Dean	Jernigan Bldg., Room 100
Loans	Financial Aid Officer	Student Dev. Services
Parking Permits	Cashier	Jernigan Bldg., Room 104
Readmission to RCCC	Counselor	Student Dev. Services
Registration Information	Registrar	Student Dev. Services
Schedule of Classes	Staff	Student Dev. Services
Scheduling Events	Admissions/Student Activities Coord.	Freeman Bldg., Room 112
	Receptionist	Jernigan Bldg.
Security		
Selling, Peddling, Solicitation	Business Manager	Jernigan Bldg., Room 104
Student Government Association	Dean	Student Dev. Services
Student Publications	Dean	Student Dev. Services
Transcripts	Information Processing Specialist	Student Dev. Services
Tutoring	Student Support Svcs.	Jernigan Bldg., Room 107
Tuition & Fees	Registrar	
Veterans Affairs	Registrar	Student Dev. Services
Withdrawal from Classes, Procedures, & Implementation	Instructor & Advisor	His/Her Offices
	Counselor & Registrar	Student Dev. Services

?

ROBERTS H. JERNIGAN, JR. EDUCATION CENTER

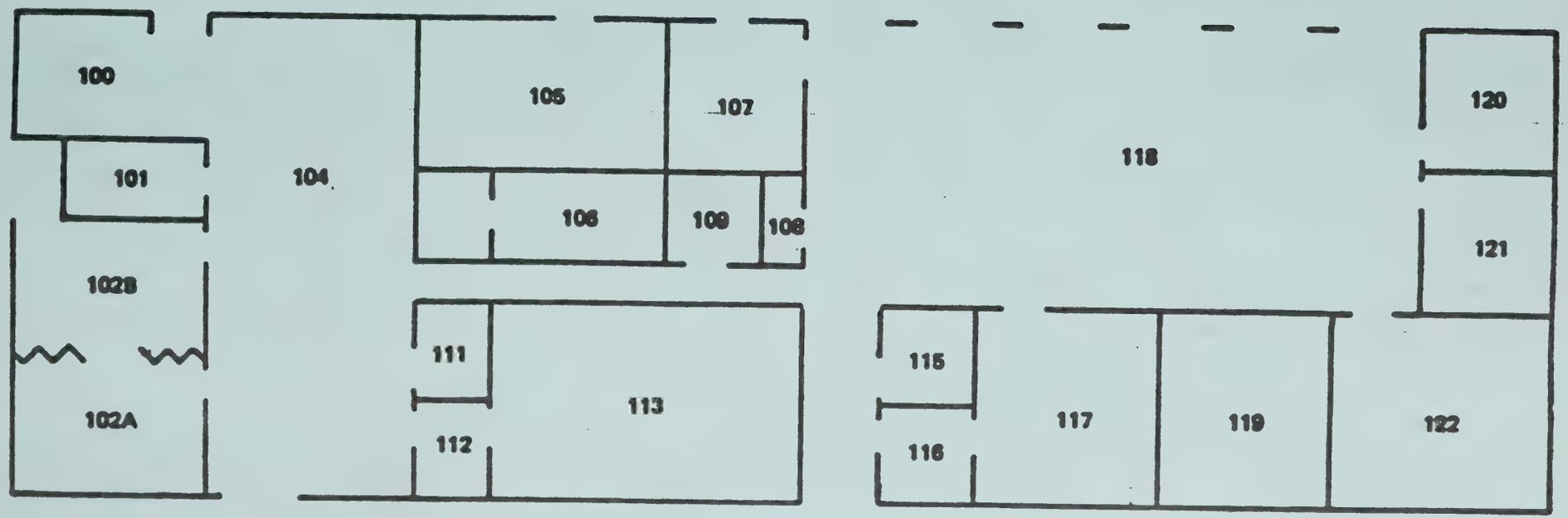
President	Student Development Services
Dean of Instruction	Learning Resources Center
Business Office	Bookstore
Student Lounge	Student Support Services
Guided Studies	ECU/RCCC General Education
Auditorium	Business Computer Programming
JTPA	English, Math, Reading, Science
Food Services	Evening Programs Office
Receptionist	Writing Lab
Child Care Coordinator	Institutional Advancement

JOHN W. "JACK" YOUNG, JR. CENTER

Criminal Justice	Drafting
Early Childhood	Light Construction
Nursing Assistant	Welding

JULIAN P. FREEMAN VOCATIONAL EDUCATION BUILDING

Air Conditioning, Heating, & Refrigeration — Automotive Mechanics
Diesel Vehicle Maintenance — Industrial Maintenance
Recruiter/Student Activities Coordinator



H.C. FREELAND INDUSTRIAL TECHNOLOGY TRAINING CENTER

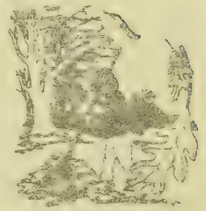
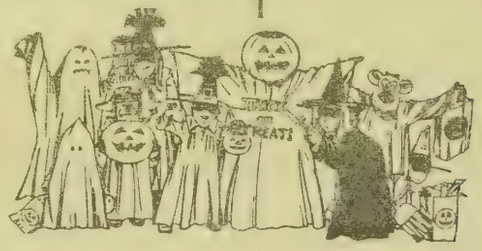
Continuing Education
Human Resources Development
Literacy Programs (ABE/GED)
Small Business Center
Visiting Artist

Business Administration
Cosmetology
Executive Secretarial
General Office
Nursing Education Options

SEPTEMBER 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day - RCCC Closed	4 Registration	5 First Day of Classes	6 Registration Ends	7 Last Day to Add a Course	8
9 Grandparents' Day	10	11	12	13	14 Popcorn Day	15
16	17 Campaign Week----------	18 Last Day to Charge Books	19 Red Day - (wear something red!)	20 ----------	21 ----------	22
23 30	24 Meet the Candidates	25	26 Voting for SGA Officers	27	28 Installation of SGA Officers 12 noon - Auditorium	29

OCTOBER 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Hat Day Last Day to Drop a Class	4	5	6
7	8 Columbus Day	9 Begin Preparing Float for Christmas Parade	10	11	12 Popcorn Day	13
14	15 Intramural Volleyball Tournament----	16	17 Tacky Day	18	19	20 
21	22 Intramural Volleyball Tournament Continued----	23	24 United Nations Day	25 Financial Aid Checks Disbursed - 2 p.m. - Auditorium	26 Film Day	27
28 Daylight Saving Time Ends--Set Clocks Back One Hour	29	30	31 Halloween Costume Contest			

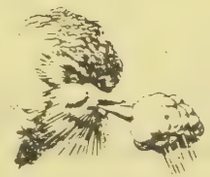
NOVEMBER 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Pre-Registration----------	8 ---------- Faculty/Staff Talent Show	9	10
11	12 Veterans Day	13	14	15 Last Day of Classes	16 Exams	17
18	19 Exams----------	20 Quarter Ends	21 Student/Faculty Break	22 Thanksgiving Holidays - RCCC Closed-----	23	24
25	26 Registration	27 First Day of Classes	28 Registration Ends	29 Last Day to Add a Course	30	

DECEMBER 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Judging for Door Decorations	8
9	10 Last Day to Charge Books	11	12 Hanukkah	13 Christmas Party 12 noon - 3 p.m. 6:30 p.m. - 8:30 p.m.	14	15
16	17	18 Last Day of Classes Before Christmas Break	19 RCCC Closed----------	20 ----------	21 ----------	22
23	24 Christmas Eve RCCC Closed----------	25 Christmas ----------	26 ----------	27 ----------	28	29
30	31 RCCC Closed					

JANUARY 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day RCCC Closed 	2 Classes Resume 	3	4	5
6	7	8	9 1950's Day	10	11	12
13	14	15 Last day to Drop a Class	16 Film/Popcorn Day	17	18	19
20	21 Martin Luther King, Jr. Day - RCCC Closed	22	23 	24 Financial Aid Checks Disbursed 2 p.m. - Auditorium	25 Student Talent Show	26
27	28 File to Run for Mr. & Ms. RCCC----------	29	30	31		

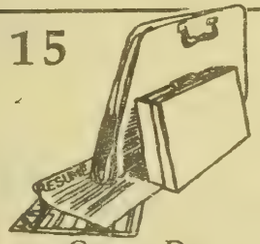
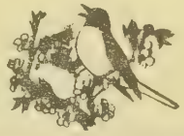
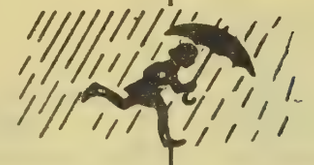
FEBRUARY 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	COMMUNITY COLLEGE MONTH				1 Last Day to File as Candidates for Mr. & Ms. RCCC	2
3	4	5	6 Black History Program	7	8	9
10	11 Campaign Week----------	12 Lincoln's Birthday 	13 Pre-Registration----------	14 Valentine Day ---------- Red & White Day	15 Elections Valentine Dance - 8 p.m. - 12 midnight Ahoskie Kiwanis Building	16
17	18 Washington's Birthday	19	20	21 Last Day of Classes	22 Exams	23
24 31	25 Exams----------	26 Quarter Ends	27 Student/Faculty Break	28 Registration	29	30

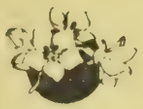
MARCH 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 First Day of Classes	2
3	4 Registration Ends	5 Last Day to Add a Course	6	7	8	9
10	11	12	13 Film Day	14 Last Day to Charge Books	15 Green Day	16
17 St. Patrick's Day	18	19	20	21	22 Kite Contest	23
24 Palm Sunday 31 Easter	25	26	27 Blue Jean/ Western Day	28 Last Day to Drop a Course	29 Good Friday - RCCC Closed	30

APRIL 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 April Fool's Day Student/Faculty Break----------	2	3	4	5	6
7 Daylight Saving Time Begins-- Set Clocks Up One Hour	8 Classes Resume	9	10 Game Day	11	12	13
14	15  Career Day	16	17	18 Popcorn Day	19 	20
21	22	23 Fashion & Hair Show	24	25 Financial Aid Checks Disbursed - 2 p.m. - Auditorium	26	27
28	29	30				

MAY 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Bloodmobile 10 a.m. - 2 p.m.	2	3	4
5	6 File to Run for SGA Office----------	7	8	9	10	11
12  Mother's Day	13 Field Day & May Family Day Pre-Registration---------- Campaign Week----------	14	15	16	17	18 Armed Forces Day
19	20 Voting for SGA Officers	21 Last Day of Classes	22 Exams----------	23	24 Quarter Ends	25
26	27 Memorial Day Observed - RCCC Closed	28 Awards Banquet	29 Registration	30 Memorial Day First Day of Classes	31 GOOD NEWS! RCCC OPERATES ON A FOUR DAY WEEK DURING SUMMER QUARTER-- THAT MEANS NO FRIDAY CLASSES!! ENJOY THE NICE LONG WEEKENDS!	

JUNE 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Don't Forget - No Friday Classes During Summer Quarter	1
2	3 Registration Ends	4 Last Day to Add a Course	5	6	7	8
9	10	11	12 Last Day to Charge Books	13	14 Flag Day	15
16 Father's Day	17	18 Popcorn Day	19	20	21	22
23 30	24	25 Cookout	26	27 Last Day to Drop a Course Cookout - 12 noon	28	29

JULY 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Student/Faculty Break	2	3	4 Independence Day RCCC Closed	5	6
7	8 Classes Resume	9	10	11	12	13
14	15	16	17 Popcorn Day	18	19	20
21	22	23	24	25 Ice Cream Treat - 12:30 p.m. Financial Aid Checks Disbursed - 2 p.m. - Auditorium	26	27
28	29	30	31			

AUGUST 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Watermelon Treat	13	14	15 Last Day of Classes Popcorn Day	16	17
18	19 Exams----------	20	21 Quarter Ends	22 Graduation	23	24
25	26	27	28	29	30	31

Class Schedule

Program of Study: _____

Advisor: _____

Office Hours: _____

Extension #: _____

See Your Advisor For:

- Registration
- Drop/Add
- Withdrawal (from class or RCCC)

Prefix & Course Number	Section	Course Title	Instructor	Credit Hours	Days	Room

NOTES: _____

_____

NOTES:

COLLEGE LIFE CAN BE STRESSFUL*

If you start feeling you're under too much pressure, consider these:

Be realistic--don't expect to much of yourself too fast. Don't under- or overestimate your abilities.

Plan your work and organize your time.

Learn to relax and take breaks from stressful situations.

Be sure to exercise, eat well, and visit your physician regularly.

Talk things over with a friend, family member or counselor--whoever is a good listener for you.

*Taken from Scriptographic booklet Channing L. Bete Co., Inc. 1988

Class Schedule

Prefix & Course Number	Section	Course Title	Instructor	Credit Hours	Days	Room

NOTES: _____

_____

NOTES:

ACADEMIC SURVIVAL SKILLS*

Listen Carefully
Give instructor your attention, take notes, and evaluate what you hear.

Participate in Class
Be in class, be on time, and be prepared! Try to understand other's points of view and be willing to courteously express your own. Ask questions when you need clarification. Let the instructor know you are interested and care about the course.

Budget Your Time
Don't cram the night before, but spread your studies out. Be sure to study in the rightplace where you can concentrate. Don't take course loads too light at some times and too heavy at others--balance out!

Improve Your Reading & Study Skills
Get help if you need to improve in these areas. They are essential to your survival.

*Taken from Scriptographic booklet Channing L. Bete Co., Inc. 1988

Class Schedule

Prefix & Course Number	Section	Course Title	Instructor	Credit Hours	Days	Room

NOTES: _____

_____

NOTES:

ATTITUDE*

Your attitude is important in every phase of your life--school, work, family, social. Make it a positive one. See how many of these you can answer yes to:

Are you interested in others?

Do you look at other's points of view?

Are you a good listener?

Do you work well with others?

Are you willing to learn?

Do you do your best at school, on your job, etc.?

Do you welcome changes?

Do you have a sense of humor?

The key to success is all in your state of mind.

*Taken from Scriptographic booklet Channing L. Bete Co., Inc. 1988

Class Schedule

Prefix & Course Number	Section	Course Title	Instructor	Credit Hours	Days	Room

NOTES: _____

_____

NOTES:

Social Services Agencies (provides various services, including adoptions, family planning, foster care for children, health support, individual and family adjustment, in-home service, protective services for children/ adults, child day care, foster care for adults, chore services, personal care, assistance for blind, etc.)

CADA (Choanoke-Area Development Association--provides assistance with housing, clothing)

Bertie County--794-3107
Hertford County --398-4131

AFDC (Aid for Dependent Children)
M-AD (Medical assistance for persons under 65 years of age who are receiving disability benefits)
M-AA (Medical assistance for persons over 65 years of age)
M-AB (Medical assistance for persons who are blind/partially blind)
S-AA & S-AD (Special assistance to adults to pay for cost of care in rest home/family care home)
AFDC-FA (Financial assistance to families with dependent children to aid in emergencies, such as being evicted)
LIEAP (Low Income Energy Assistance Program)
CIP (Crisis Intervention Program--funds to assist in heating/cooling in emergency situations)
Food Stamps (supplements household monthly resources by providing food vouchers)

Bertie County--794-5320
Gates County--357-0075; 357-1748
Hertford County--358-7830;358-7825
Northampton County--534--5811

Ahoskie Child Support Enforcement Office (provides assistance in securing child support payments) 332-2913

Choanoke Public Transportation Authority (provides bus service)

Bertie & Hertford Counties--345-0474
Northampton County--539-2022

Low-Cost Housing

Roanoke-Chowan Regional Housing--398-4317
Ahoskie Housing Authority--332-4104
Woodland Housing Project--587-6401

Roanoke-Chowan Human Services (provides treatment of mental health, mental retardation & developmental disabilities, & substance abuse)

Bertie County--794-2895
Hertford County--332-4137
Gates County--357-0237
Northampton County--534-5111

Woodland Child Development Center (services for children under age 18 who have emotional, behavioral, learning problems)--587-5601

Rhue Enterprises or ADAP--Adult Development Activity Program--(services for adults who are mentally retarded and/or have developmental disabilities)--332-5709

Wiccacon House (residential program for substance abusers)--356-2938

Crisis Line (responds to psychiatric emergency situations 24 hours a day)--332-4442

Welcome Wagon (assistance to new resident of Hertford County)--332-2001

Roanoke-Chowan Safe (emergency services for abused women and children)--358-0062, 358-0267, or 358-5341

Social Security Administration (financial and medial assistance for eligible individuals)--332-3413
Disability Hotline (information about social security disability benefits or supplemental security income)--1-800-638-6810

Vocational Rehabilitation (financial assistance to disabled persons for educational/vocational training)

Ahoskie--332-4006
Windsor--794-9175

Employment Security Commission--Job Referral

Bertie County--792-7816
Hertford County--332-5016

Center for Women's Economic Alternatives (assistance regarding work-related problems such as discrimination, hazardous working conditions, etc.)--332-4179

Legal Services for the Coastal Plains (provides legal assistance)--332-5124

Health Departments (provides services such as immunizations, nutritional program for women, infant & children, screening for high blood pressure and diabetes, eye clinic, child health services, family planning, pre-natal clinic, orthopedic clinic, developmental evaluation clinic, sexually transmitted disease screening & treatment, etc.)

Ahoskie--332-5676
Murfreesboro--398-4139
Winton--358-7833
Windsor--794-5322
Jackson--534-5841
Woodland--587-6611
Gates County--357-1380

Home Health Agency (short-term skilled care & support services to patients in the comfort of their own home)

Bertie County--794-9253, 794-5323
Hertford County--358-7835
Northampton County--534-5841

Roanoke-Chowan Hospice (services to terminally ill persons & their families)--332-3392

Council on Aging (services & assistance for senior citizens)

Bertie County--794-2028
Hertford County--358-2301

Ambulance/Rescue Squads

Ahoskie--332-4113 (rescue), 358-5341 (ambulance)
Harrellsville--358-5341
Murfreesboro--398-4151 (rescue), 358-5341 (ambulance)
Winton--358-5341
Powellsville--1-800-672-9111
Windsor--794-9111
Aulander--794-9111
Colerain--794-9111
Lewiston--794-9111
Roxobel--794-9111
Kelford--794-9111
Conway--534-2611 (rescue), 534-2611 (ambulance)
Jackson--534-5291 (rescue), 534-6811 (ambulance)
Gates & Gatesville--358-5341

Toll Free Numbers

AIDS Hot Line--1-800-342-2437
Cocaine Abuse--1-800-262-2463
Child Abuse Hot Line--1-800-422-4453
Childrens Home Society--1-800-632-1400
Governor's Office of Citizen Affairs--1-800-662-7952
NC Department Human Resources Care Line--1-800-662-7030
National Runaway Hot Line--1-800-231-6946
National Runaway Switchboard--1-800-621-4000
NC Highway Patrol (emergency only)--1-800-662-7956
NC Center for Missing Persons--1800-552-5437
Poison Center--1800-672-1697
V.D. Hot Line--1800-342-2437

Schools

Ahoskie

Ahoskie Graded School - 332-2588
Hertford County High School - 332-4096
Ahoskie Middle School Academy - 332-6414
Ridgecroft School -332-2964
Robert L. Vann School -332-2335

Aulander

Aulander Elementary School - 345-2311

Colerain

Colerain Elementary School - 356-4714

Conway

Conway Elementary School - 585-0312
Northampton-East High School - 585-0627

Gatesville

Buckland School - 357-1611
Central Junior High School - 357-0470
Gates County High School - 357-0720
Gatesville Elementary School - 357-0613

Murfreesboro

Murfreesboro Middle School - 398-4091
Murfreesboro Middle School-Annex - 398-3000
Riverview Elementary School - 398-4862

Pendleton

Wilis Hare Elementary School - 585-1900

Powellsville

Charles G. White - 332-2491

Rich Square

W. S. Creecy Elementary School - 539-2937
Northeast Academy Christian School, Inc. - 539-2461

Roxobel

West Bertie Elementary School - 344-7621

Windsor

Askewville Elementary School - 794-3743
Bertie High School - 794-3034
South Western Elementary School - 794-2358

Winton

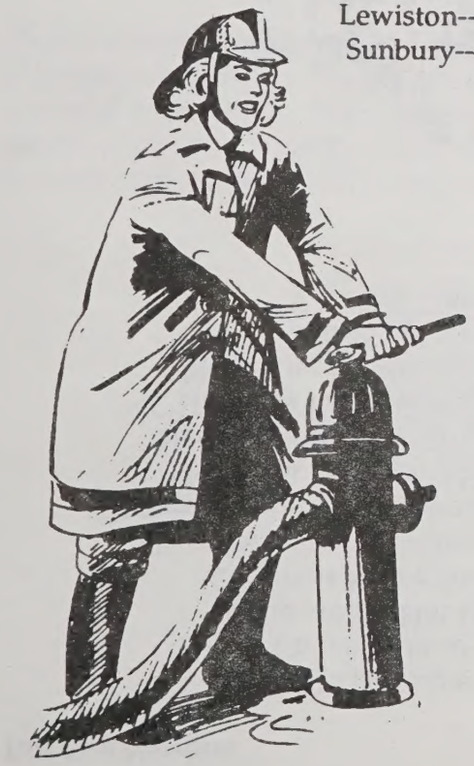
Calvin S. Brown Elementary School - 358-3671

Woodland

Woodland-Olney Elementary School - 587-4001

Fire Departments

Ahoskie--332-2121
Como--358-5341
Murfreesboro--398-4151
Harrellsville--358-5341
Winton--358-5341
Powellsvilie--1-800-672-9111
Jackson--534-3901
Conway--534-3901
Rich Square--539-2315
Gates--358-5341
Gatesville--358-5341
Windsor--794-9111
Aulander--794-9111
Kelford--794-9111
Colerain--794-9111
Lewiston--794-9111
Sunbury--465-8845



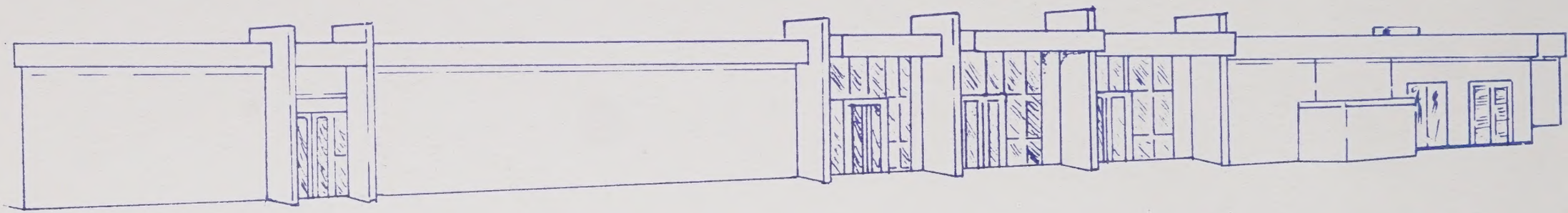
Police & Sheriff Departments

	Police	Sheriff
Ahoskie	332-5011	358-5341
Winton	358-4066	358-5341
Aulander	794-9111	794-9111
non-emergency		345-3181
Murfreesboro	398-4151	358-5341
Colerain	794-9111	794-9111
Como		358-5341
Harrellsville		358-5341
Powellsville		1-800-672-9111
Conway	585-1155	534-2611
	534-2611	
Severn	585-0411	534-2611
Rich Square		534-2611
Woodland		534-2611
Gatesville		358-5341
Gates		358-5341
Lewiston		794-9111
non-emergency		348-2823
Windsor	794-9111	794-9111
non-emergency	794-3111	
Jackson		534-2611

NC Highway Patrol--1-800-662-7956 (emergency only)

A Winning Combination--
RCCC and YOU!

Front & Back Cover Art Work by
Reginald Jordan, Architectural Technology Student

Roanoke-Chowan Community College
Route 2, Box 46-A
Ahoskie, NC 27910
Telephone 919/332-5921

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